

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-08-P061

OPENING DATE: 04/02/08

IF "OPEN UNTIL FILLED"

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL:

POSITION: SOFTWARE TESTER/TRAINER
CONSULTANT

CLOSING DATE: 04/16/08

SALARY RANGE: \$20 - \$30 per hour

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

AREA OF CONSIDERATION: Unlimited

NO. OF VACANCIES: TWO

AGENCY: Child and Family Services Agency (CFSA), Office of Deputy Director of Administration, Child Information Systems Administration

DURATION OF APPOINTMENT: | | Permanent | | Term (13 months to 4 years) NTE: _____

| Temporary (Up to 1 year, Not-to-Exceed) **CONTRACT – NO
BENEFITS**

| **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| **X | This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The contract will be executed with a vendor to complete the Structured Decision Making (SDM) and case plan design and development. The Software Tester/Trainer Consultant works closely with the Senior Project Management Consultant. Assists in reviewing and evaluating the system requirements and ensures the requirements meet CFSA's goals and objectives. Assists in ensuring that the system functions according to requirements. Assists in meeting the timeline for implementation of SDM and case plan enhancements by ensuring thorough user acceptance testing (UAT) and integration testing. Appropriately records system bugs and functionality errors in the Issue Tracking System (ITS) and communicates issues with development staff. Develops solutions to identified bugs and functionality problems. Assists in the development and creation of training curriculum and materials for the SDM and case plan enhancements. Performs SDM and case plan training for end-users of the FACES.NET system. Performs other related duties as required.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of functions of child welfare policies and procedures as related to FACES or a similar case management application;
2. Ability to monitor and track program performance of the case management application;
3. Demonstrate experience in software testing and training of the enhancement; and
4. Ability to communicate effectively both orally and in writing

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEBSITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cfsa.jobs@dc.gov		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.
